

## **2014 Booking Dates**

Dear Facility Booking Customers,

Facility Booking is changing our booking software late in the summer. Due to this switch, we will not have a 2014 calendar accessible until October 1.

Our normal policy allows <u>Torrance Residents</u> to submit reservation applications nine months in advance. There is going to be a temporary change to this policy effective May 1, 2013 until October 1, 2013. **2014 bookings will not be accepted until Tuesday, October 1, 2013**.

If you are booking for a 2014 event, please refer to the table below for the month in which you may book.

<b>Event Month</b>	Booking Date	
January 2014	Oct. 1, 2013	
February 2014	Oct. 1, 2013	
March 2014	Oct. 1, 2013	
April 2014	Oct. 1, 2013	
May 2014	Oct. 1, 2013	
June 2014	Oct. 1, 2013	
July 2014 and beyond	9 months prior	

We appreciate your understanding and patience during this time of transition and are sorry for any inconveniences this may cause. Please contact the Facility Booking office with any questions or concerns.

Facility Booking Staff
Community Services Department

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